
June 23, 2003

City of Elkhorn
Mr. Sam Tapson, City Administrator
9 South Broad Street
Elkhorn, Wisconsin 53121

Dear Mr. Tapson,

I am pleased to inform you that your municipality has been re-certified in accordance with Wisconsin Administrative Code, Comm 61.70(5)(c), for commercial building code enforcement. Your municipality retains the primary responsibility for review of building and heating plans for all new commercial buildings of less than 5,000 square feet total area and alterations involving less than 10,000 square feet area. Building plans for such buildings that are located within your municipality do not require submittal to our agency.

Your municipality has also been authorized per state statute 101.12(3)(g) to provide inspections in lieu of the state for all commercial building projects, regardless of size, in your municipality. However, plan review for projects beyond the certified municipality size limits will still be done by our agency.

An exception to the above is that our agency retains jurisdiction for plan review and inspection authority for all state-owned buildings.

Your municipality shall follow the plan examination and inspection procedures under Comm 61 subchapter III and s. Comm 61.51. Municipalities may refer more complex projects to our agency as needed. We will periodically monitor your municipality or request activity reports to ensure that our delegated responsibilities are being properly fulfilled by the municipality. Note that conditions of our delegation may change in the future. Municipalities are always free to relinquish their delegated authority.

I understand that Mr. Greg Klemko remains responsible for plan review and inspections and has the proper certification to do so. We do require that inspectors attend agency-approved continuing education to maintain their certification.

We will begin work on a press release announcing this action so that building designers will know where to submit plans.

The Division of Safety and Buildings looks forward to continuing working with you.

Sincerely,

Kimberly Walker
Administrator, Safety and Buildings Division

cc:

Henry Kosarzycki, Program Manager, Agent Monitor
Robert DuPont, Program Development Bureau
Randy Baldwin, Integrated Services Bureau
Sherry Liantonio, Office of Public Information